

## ADMIN ASSISTANT TO THE TALENT DEPARTMENT

### BACKGROUND INFORMATION

Ffilm Cymru is the development agency for Welsh film.

The Talent Department's work is funded by the Arts Council of Wales and the BFI, who support our BFI Welsh Talent Network activity. The department encompasses support for the development and production of feature films and shorts, company growth initiatives and a programme of skills development and training.

Ffilm Cymru is committed to advancing a diverse and sustainable film sector that works for everyone across Wales. We place equality, diversity and inclusion at the heart of what we do, we champion entrepreneurialism, and we promote the BS8909 Standard, which supports an environmentally-friendly film industry.

For more information on Ffilm Cymru please refer to [our website](#) and our [Annual Reports](#).

### THE ROLE

<b>Line Manager:</b>	Head of Department
<b>Department:</b>	Talent
<b>Role:</b>	Admin Assistant
<b>Salary:</b>	£19,500 plus pension
<b>Contract:</b>	12 months fixed term with potential to extend
<b>Location:</b>	Tramshed Tech, Pendyris Street, Cardiff, CF11 6BH

### MAIN PURPOSE OF JOB

To work to the Head of Department, providing administrative support as below in order to facilitate the smooth and efficient running of the organisation.

### KEY RESPONSIBILITIES

- To be a first point of contact for handling enquiries to the department, dealing with general enquiries and directing individuals to the appropriate guidelines and application forms on our website in the first instance before directing to the appropriate member of staff;
- Reception duties, welcoming clients and making them comfortable whilst they wait;
- Overseeing the Head of Department's diary, arranging travel and accommodation within the UK and abroad and providing her with general administrative support;
- Filing materials and logging information in association with funding applications, awards and activity in the department;
- Checking applications for errors or missing information and chasing on that information in communication with the relevant member of staff;

- Collation of data relating to department activity, in particular maintaining our diversity monitoring system, requesting relevant reports from staff where data is not provided at application point;
- Organising decision-making meetings and applicant interviews, booking rooms and liaising with required personnel, ensuring that they have all materials required for assessment;
- Minute-taking at decision-making meetings, sending minutes to the fund manager for sign off;
- Informing accounts department about new awards agreed at decision-making meetings;
- Some event-related administration, for e.g the payment of invoices, registering of freelancers and booking of venues;
- Proofing of scheme documentation or reports for the department;
- Updating reports required by stakeholders or collaborators such as quarterly reports to the Arts Council for ACW-related activity;
- Any other duties that may reasonably be delegated by your line manager.

## PERSON SPECIFICATION

- A great team player but able to use your own initiative;
- Excellent administrative, organisational, communication and practical skills and an ability to work to deadlines and under pressure – attention to detail and accuracy essential;
- Professional and courteous;
- Knowledge of the sector is useful but not essential;
- Bi-lingual – Welsh/English – is desirable.

## TO APPLY

Ffilm Cymru are committed to improving the diversity and inclusivity of the film sector and audiences in Wales and carry that commitment through to our recruitment and staffing practices.

Applications can be made by sending your CV together with:

- a cover letter, **or**
- a short video

In either case you should explain:

- Why you are interested in the job;
- What experience you have of fulfilling similar duties to the key responsibilities outlined above;
- What skills you have that meet the requirements of the job;

We are also interested to hear:

- What you think of Ffilm Cymru's work and approach; and
- What you could bring to the team – your personal qualities and perspective.

All our team members are valued and we particularly welcome a range of experience and points of view that will enable us to collectively offer a better service to Wales.

Applications should be marked for the attention of Sion Eirug and emailed to [sion@ffilmcymruwales.com](mailto:sion@ffilmcymruwales.com) or posted to:

Ffilm Cymru Wales  
Tramshed Tech  
Pendyris Street  
Cardiff  
CF11 6BH

to arrive no later than **12 noon on 22<sup>nd</sup> March.**

We would be grateful if all applicants could also complete our Equality, Diversity & Inclusion monitoring form here: <https://www.surveymonkey.co.uk/r/careersFFCW>.

This information helps us to comply with the Equality Act 2010 and to improve the equality, diversity and inclusivity of our workforce. We will not share any of your personal data with third parties. The information you supply will be anonymised and processed in accordance with the Data Protection Act 2018. We hold data for 1-year and then securely destroy it, only retaining collated analysis that does not retain personal details.

**Next steps:**

Interviews will be in person or via telephone or Skype on the **1<sup>st</sup> and 2<sup>nd</sup> April.**

Our two areas of under-representation are BAME and people with disabilities. To encourage applications from both communities we will offer an interview to all candidates who meet our job specification minimum requirements for the role they have applied to.



**Ffilm Cymru Wales has an Equal Opportunities Recruitment Policy and is a Disability Confident Employer. Please advise us if you have any access needs.**